

BLODGETT MEMORIAL LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING – October 11, 2023 7:00 pm
In person

Trustees Present

- Anthony Ruggiero
- Janice Ballard
- Vincent Sullivan
- Beth Allee
- Sarah Smith
- Carole LaColla
- Lois Miccio
- Lynette Whiteman

Staff Present

- Julie Spann, Director
- Joanna Aquafredda, Office Manager

Other Guests

- Roderick Link Jr
- Donna, Director Carmel

- I) President Anthony Ruggiero called the meeting to order at 7:02 p.m.
- II) A motion to enter Executive Session to discuss personnel items was made at 7:02pm by Janice, seconded by Vincent and unanimously approved.
- III) A motion to come out of Executive Session was made at 7:32pm by Lynette, seconded by Beth and unanimously approved.
- IV) Approval of September 12, 2023 minutes.
 - The Minutes were reviewed
 - A motion to approve the July minutes was made by Janice, seconded by Vincent and unanimously approved.
- V) President's Report
 - (a) Holiday Party- Dutchess Biercafe Venue
 - (i) We will have the whole front area and we can order off the menu
 - (ii) We will have Soda/Water available, no alcohol. About 30 people.
 - (iii) We are looking to host it on December 13th at 5:30pm.
 - (b) Upcoming programs:
 - (i) Fall Festival on October 14th held at Geering Park.
 - (ii) Village 125th anniversary
 - 1. Different events throughout the year.
 - a. Holiday Tree Lightening (will discuss different religious celebrations at next meeting), Carolers, Art, Restaurant Vendors, Santa, DJ, and Pied Piper zoo.
 - b. 1/6 Parade of lights throughout the village
 - c. February- Restaurant Contest Best 125th year cocktail
 - 2. There will be a save the date postcard that goes out.
- VI) Financial Report
 - The October warrant was presented and reviewed by the Finance Committee. The warrant totaled \$36,882.98. There was an emergency repair of the pump with D. Silvestri and Sons in the amount of \$18, 186.13. This is a capital expense.
 - ◆ Budget Modifications
 - (I) The following budget modifications were presented

October 2023 Monthly Budget Modifications

Account to	Amount	Account From	Explanation
5200-04 Computer Supplies	\$ 1,000.00	5300-01 Adult Books	Ink, Paper, and toner
5200-11 Computers Software	\$ 500.00	5200-01 Computer hardware	homebase, quickbooks, google storage
5200-11 Computers Software	\$500 and \$500	5200-12 Zoom	homebase, quickbooks, google storage
5360-01 DVD Adult	\$ 500.00	5300-01 Adult Books	Movies
5400-01 Marketing/Public Relations	\$ 1,500.00	5200-12 Zoom	Facebook, canva, constant contact, flyers
5440-02 Youth Programs	\$ 1,000.00	5300-01 Adult Books	Program expenses
5440-03 Children Program	\$ 5,500.00	5300-01 Adult Books	Program expenses
5540-00 Building Maint	\$ 8,300.00	Capital	Coolant and outlets
5630-00 Election Expenses	\$ 500.00	5430-03 Nyla	Printouts and media announcements
6130-00 Disability Ins	\$ 2,254.00	5350-01 Hoopla	Increased Costs

◆ Donations:

(I) Direct to the Library:

- (a) Wappingers Congress of Retired Teachers \$100
- (b) Marcella Gardella \$25
- (c) John Contratti \$100
- (d) Joan Contratti \$100
- (i) Total \$325

(II) Direct to Friends:

- (a) Book Sale \$873.55
- (b) American Online Giving Foundation \$85
- (c) Bloomin 4 Good \$116
- (d) Thor Larsen \$25
- (e) Margaret Barton \$25
- (f) The Dutchess Biercafe \$100
- (i) Total \$1224.55

- ◆ A motion to accept the donations made to the friends in the total of \$1224.55, direct to the Library in the total of \$325, and Budget modifications was made by Vincent, seconded by Sarah and unanimously approved.

VII) Director's Report

- Old Business

- (I) Logo- Possibly do two logos? One for merchandise and one as an identifier.
 - (a) We will look into magnetic nametags or lanyard with the logo.
 - (b) Joanna will email the board with the logos and ask for everyone to respond with their top two. At the next meeting Joanna will present and we will vote on the logo at the next meeting.

- (II) 2024 Dates

- (a) February and September Board meeting dates were moved. Julie will look into adding the day after thanksgiving as a closed day. We will look into this after this thanksgiving.
- (b) A motion to accept the 2024 holidays and Board meeting dates was made by Beth, seconded by Lynette and unanimously approved.

- (III) Trustee Education

- (a) A Trustee Education Policy will be created.
- (b) Julie will resend the Niche academy link.
- (c) You are in charge of your own recording and you require 2 hours a year.

- (IV) Vote

- (a) Next month is our vote on 11/8 from 10-5(hours of operation)
- (b) Julie will get volunteers and will advertise
- (c) Absentee Ballots are available
- (d) Julie presented that we should extend our hours that day
- (e) A motion was made to have special voting hours on November 8th from 10-7 was made by Lynette, seconded by Janice and unanimously approved.

- (V) Budget-

- (a) We canvassed Sr. Library Clerk and received no responses. We would like to change the position from Sr. Library Clerk to Librarian I with an increase in salary to \$60,000 a year.
- (b) Currently we will be 4.9% over the tax cap, in the amount of \$37,654.
- (c) We have a mandatory minimum wage increase, a 2% pay increase for Julie Spann, and a 4% increase in her retirement. Julie will also be allowed to cash in 5 vacation days if they were not used.
- (d) In the future we will look into Per diem grant writers and space assessors.
- (e) A motions was made to adopt the Budget as presented for 2024 was made by Janice, seconded by Vincent and unanimously approved.

- (VI) Janice found another architect we can send an RFP to Butler, Rowland, and Mays has completed other libraries in our area.

- New Business

- Other

- (I) Friends Committee will meet on November 8th, after the board meeting.

VIII) Committee Reports

IX) Finance/Personnel: Chair-Carole Members- Janice and Vincent- Meet before every board meeting at 6:15pm

- X) Buildings & Grounds: Chair-Janice Members-Sarah and Lois- August 9, 2023 after the board meeting
- XI) Long Range: Chair- Lynette Members-Sarah and Beth- September 12, 2023 after the board meeting
- XII) Friends: Chair and Liaison- Beth members- Vinny, Lois, Lynette- October 11, 2023 after the board meeting

- XIII) No public input.
- XIV) Adjournment -
A motion to adjourn the meeting at 9pm was made by Janice, seconded by Beth and unanimously approved.